

Swing

Property Management Services

APPLICATION CHECKLIST

Name: _____

- ___ Application (Signed and Dated)
- ___ Application Addendum – Acceptance of terms
- ___ Application fee \$100. (Money Order/Cashier Check, Only!)
- ___ Separate form of payment for Holding Deposit, First Month and Last Month Rent.
(These payments will be deposited after you are approved by Management/Association).
- ___ Consent to perform back ground checks
- ___ Employment Verification (submit for each, up to 2 years)
- ___ Landlord Verification (submit for each, up to 2 years)

Copy of:

- ___ Driver License/Government I.D. (Passport, etc.)
- ___ Proof of Income (Government, Housing, Pay Stub, Etc.)
- ___ If self-employed, most current Schedule C tax return and proof of current income



Property Management Services

RENTAL APPLICATION

Each adult (18 & above) must complete a separate application. A **NON-REFUNDABLE** application fee, which must be paid prior to processing, is required for each application. Upon approval of your application **ALL DEPOSITS BECOME NON-REFUNDABLE**. PRINT CLEARLY. **All spaces must be filled in**, use N/A if it does not apply. For additional space, please make copy or attach an additional sheet.

Personal Information

First Name _____ M.I. _____ Last _____ Cell # _____

Date of Birth _____ Social Security# _____ Driver's License # _____ State Issued _____

Age _____ Height _____ Weight _____ Eye color _____ Hair color _____ Married (yes or no) _____

Home Phone # _____ Best time to call _____ Alternative Phone # _____

Have you ever been arrested (Yes or No) if yes: where? _____

Date: _____ charge _____ result _____

Have you ever been evicted (Yes or No) if yes: where? _____

Date _____ why _____

Have you ever been convicted of or pled no contest to a felony (Yes or No) if yes: where? _____

Date: _____ charge result _____

Have you ever filed for bankruptcy (Yes or No) if yes: where? _____

Date _____ Please Explain _____

Rental History

Current Address: _____ Unit # _____ Rent \$ _____

City _____ State _____ Zip Code _____

How Long at this Address _____ Manager Name _____ Phone Number # _____

Previous Address: _____ Unit # _____ Rent \$ _____

City _____ State _____ Zip Code _____

How Long at this Address _____ Manager Name _____ Phone Number # _____

Previous Address: _____ Unit # _____ Rent \$ _____

City _____ State _____ Zip Code _____

How Long at this Address _____ Manager Name _____ Phone Number # _____

Full Name, Age, and Relationship of ALL OTHER Person (s) to occupy residence.

1. _____ 2. _____

3. _____ 4. _____

Have any of the above ever been arrested (Yes or No) if yes: where? _____

Date: _____ charge _____ result _____

Have any of the above ever been evicted (Yes or No) if yes: where? _____

Date: _____ why _____

Pets: (answer Yes or No) if yes: How Many _____ 1. Type _____ Weight _____

2. Type _____ Weight _____ 3. Type _____ Weight _____

If there is water filled furniture (bed, etc.)? (Yes or No) insurance is required and turned into Management before move in.

ALL persons and/or pets are subject to management approval, and may result in an increase in the monthly rental rate per person and/or per pet. If any person (s) and/or pets, not listed above, are found to be in or about the residence, it will result in additional daily charges and/or immediate CANCELLATION OF SAID LEASE.

Employment History

If you have been employed for less than (3) years at your present job, you must also list your previous employer (s) up to (3) years.

Present Employer _____ Your Position _____

How long? _____ Supervisor's Name: _____ Phone Number # _____

Address: _____ State _____ Zip Code: _____ Salary \$ _____

Previous Employer _____ Your Position _____

How long? _____ Supervisor's Name: _____ Phone Number # _____

Address: _____ State _____ Zip Code: _____ Salary \$ _____

If you are a member of the armed forces, Please fill in this section

Military Branch _____ Rank _____ Serial No. _____

Stationed at: _____ From: _____ To: _____

Financial History

Any additional income \$ _____ Source: _____
Any additional income \$ _____ Source: _____
Any additional income \$ _____ Source: _____
Total \$ _____

Automobiles

ALL VEHICLES MUST HAVE MANAGEMENT AUTHORIZATION TO PARK ANYWHERE ON THE PROPERTY. UNAUTHORIZED VEHICLE OR ANY VEHICLE FOUND TO BE IN VIOLATION OF PARKING REGULATIONS WILL BE TOWED AT OWNER'S EXPENSE.

MAKE _____ MODEL _____ YEAR _____ COLOR _____ LICENCE# _____ STATE _____
MAKE _____ MODEL _____ YEAR _____ COLOR _____ LICENCE# _____ STATE _____

ALL RENTS ARE DUE ON EITHER THE 1ST OR 15th there will be additional Charges if late and/or grounds for cancellation of Lease.
MOVE-IN DATE REQUESTED (NOT GUARANTEED) _____

In case of emergency, person to notify:

Name : _____ Address: _____
Apt: _____ City _____ State _____ Phone _____

ADDITIONAL INFORMATION: _____

SPECIAL REQUEST: _____

All terms and conditions are subject to change and are not final until approved by Management.

Many areas of South Florida have a high crime rate. To receive current details, please call the local police department. I understand that Swing Property Management Services, Owners' or their affiliates does not guarantee or assure my personal safety and security. I acknowledge that I have visually inspected the unit for which I am applying for. As such, I acknowledge that I have had an opportunity to confirm any and all good faith oral representations made with regards to the building, the unit's content, size and/or amenities and agree to **accept the unit AS IS.**

This application and the information contained herein will become an addendum to your lease. FALSE INFORMATION SUPPLIED TO OBTAIN A LEASE WILL BE GROUNDS FOR CANCELLATION OF LEASE. BY SIGNING THIS APPLICATION, I GIVE THE LANDLORD, OR LANDLORD'S AGENT (INCLUDING ATTORNEY, COLLECTION AGENCY, ETC.), The authority to investigate the information on this application as well as *Credit Report, Criminal History Search, Tenant/Landlord (Evictions) Records Search, Verification of Present and Previous Landlord, Verification of Present and Previous Employment, Character, General Reputation, Personal Characteristics and mode of living.* The landlord or landlord's agent may use this information to collect past due rent payments, late fees, or other charges from tenant, both during the term of the lease and thereafter. I hold the landlord, or landlord's agent harmless and release them, their officers, employees and members from any losses, expenses or damages sustained directly or indirectly by me or others from information discussed in their investigative report whether made orally or in writing and the results of said investigation shall be part of my file, application for tenancy and may be used by the landlord or landlord's agent for any reason in connection therewith.

APPROVED APPLICANT HEREBY AGREES TO SIGN AN LEASE FOR A TERM OF 12 Month(s), and gives 60 day's notice to/not to renew your lease prior to lease expiring.

In the event this account needs to be assigned to a collection agency or attorney, I am aware that I will be responsible for all attorneys' fees, collection fees, filing fees, finance charges, interest charges and any other cost incurred.

I certify that the statements made on this application are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for rental lease as necessary in making a rental/lease decision.

APPLICATION'S SIGNATURE: _____ Date: _____

-----FOR OFFICE USE ONLY-----

ACTUAL MOVE IN DATE _____ (IF DIFFERENT, CONFIRMED TO TENANT (HOW?)) _____

Non-Refundable Application Fee .. \$ _____ (_____) First Month Rent \$ _____ (_____)
Security Deposit (one months' rent)\$ _____ (_____) Last Month Rent \$ _____ (_____)
TOTAL MOVE-IN \$ _____
Deposit \$ _____
BALANCE DUE \$ _____

Reference Check

Credit Check	_____	Date	_____	Financial Verification	_____	Date	_____
Landlord Verification	_____			Eviction Verification	_____		
Employment Verification	_____			Criminal History	_____		
Personal Reference Check	_____			Manager Approval	_____		

APPLICATION ADDENDUM – ACCEPTANCE OF TERMS

Dear Rental Applicant:

We take pride in our rental homes. We do our best to meet your satisfaction and our maintenance responsibilities. And we actively seek only qualified residents to reside in our homes.

We screen our applicants carefully and we completely verify all information provided to us on the rental application. We run a credit report on every applicant, we verify employment and we check previous rental history.

The screening and verification process is used for every applicant the same way -- fairly and consistently. We also work to observe the fair housing laws. An applicant who passes the screening criteria is offered a rental when one is still available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

By making application for one of our rentals, you acknowledge that these verifications will be done, and give us permission to do them. Please completely fill in the rental application. If you do not provide us with complete information, we will not be able to process the application. We will do our best to process your application quickly and normally within a 72 hour period. If you have not heard back from us by then, feel free to contact us. Please read and sign below acknowledging acceptance of the terms of your application. Thank you for making an application for one of our rentals and we hope you will become a long term resident with us.

1. I have double checked the information I have provided on the rental application and agree that it is true and complete.
2. I understand that an annual update of the information on this application shall be requested. I agree to provide updated information and notify landlord or management of any changes (i.e., employment, phone number, bank, car, emergency contact).
3. My credit report/history is good. If not, I have attached a separate page to explain any credit problems.
4. I understand and agree that this application is subject to approval, based on the information on my application. If any of the information I have given turns out to be FALSE, my application will be denied.
5. I agree to pay a \$ 100.00 non-refundable application fee, plus a separate form of payment for Holding Deposit once accepted, will be converted to Security Deposit, First Month and Last Month Rent. (These payments will be deposited after you are approved by Management/Association) and my application are accepted.
6. I understand and agree that this application is NOT a lease or rental agreement, and should it be accepted, I will sign the lease provided within 1 business day(s) of being accepted. Should I fail to do so the application shall be considered withdrawn, there will be no further obligation to reserve the rental and my holding deposit will be forfeited.
7. I hereby waive any claim for damages if my application is not accepted.
8. I understand that every good faith effort will be made to have the premises ready for occupancy as promised. However, should the premises not be available for occupancy on the date promised, I hereby waive any and all rights to seek to recover damages of any kind from the landlord or management company.
9. I hereby authorize and permit the landlord and/or management company to obtain any information necessary to verify the accuracy of any information or statements I have made in this application. I authorize and permit my credit report to be obtained and further authorize the landlord or management to make future credit inquiries in regard to continued creditworthiness and for purposes of collection of unpaid rent or damages to premises, should that become necessary.
10. I permit, upon occasion, contact with my employer to verify my employment status during my tenancy. II. The management will notify the applicant is accepted or rejected. Failure to notify applicant within the specialized period shall have the same effect as rejection.

12. The applicant hereby authorizes any past or current employer, landlord, bank or other credit institution to disclose credit information for the purpose of verification of the information contained herein.
13. The applicant acknowledges reading the standard lease form and agrees to sign the lease upon acceptance of the application.
14. The applicant agrees not to allow anyone to move into the lease premises that is not listed on the application and has not been approved by management.
15. The terms of this application shall be binding and shall survive the signing of the lease. Any subsequent breach of these terms or discovery of false, misleading, or omitted information shall operate as a breach of the lease and forfeit of deposit.
16. Management requires all applicant(s) to provide copies of a valid government-issued (passport, drivers license, etc.) photo identification.
17. Each adult applicant must complete a separate application. Management cannot process an incomplete application.
18. I shall not hold the landlord or management responsible for any allergic reactions to the premises, inside or outside, from me, other occupants or guests. I shall check for allergic reactions before signing the Rental Agreement.
19. I certify that I am not manufacturing, using, storing, or selling dangerous controlled substances, and understand that I will immediately be required to vacate the premises if evidence of such is found on the premises, or if I am convicted of any crimes related to possession and/or distribution of controlled dangerous substances.
20. I understand and agree that the monthly rent will be \$_____ and that a per diem late fee of 10% of one month rent due in form of additional rent and will be applied if the following conditions not met: payment made on time within 4 days of due date.
21. I further understand and agree that the security deposit of \$_____ is required in full before move-in. I agree to pay the balance of move-in costs including any deposits or rent totaling \$_____ within _____ days of being notified of acceptance.

Once application is approved, you must have RENTER INSURANCE in the amount of \$25,000. Liability, which will name additional insurers **Swing Property Management Services LLC.**, AND the complex in which you are renting/leasing

If I am unable to or fail for whatever reason to pay the balance of the amount due at that time, the application shall be considered withdrawn, and my holding deposit will be forfeited.

Applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect, the application will be rejected and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

APPLICANTS SIGNATURE: X _____ **DATE:** _____

Applicant notified of Acceptance or Denial

Date applicant notified _____ By what method _____

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CONSENT TO PERFORM CREDIT, BACKGROUND & REFERENCE CHECKS

I, _____, (rental application), authorize and permit _____, (owner/ Manager / Landlord) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the Owner/ Manager Landlord stated above.

I further authorize and permit the Owner, Manager or Landlord to obtain updated information annually or as needed for rental renewal consideration and for collection purposes should that be deemed necessary.

Thanks to all parties for your cooperation with this matter.

Address: _____

Date of Birth: ____/____/____

Social Security Number: _____ - _____ - _____

Rental Application (signature) _____



Property Management Services

EMPLOYMENT VERIFICATION

Date: _____

From: _____, Prospective resident

Address: _____

City: _____ State: _____ Zip Code: _____

To: _____, (Employer)

Attention: _____ Dept: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

I give my permission to authorize you to give the requested information below to my prospective landlord:

Applicant Signature: **X** _____ Date: _____

Dear Sir or Madam:

The above person has applied to rent one of our rentals and has given your name as his or her employer. To verify the information he or she has given to us on the rental application, please confirm with the information below and sign.

Your speedy response to this request would be very appreciative.

Please return A.S.A.P. by fax 954-832-3932

Thank you for your cooperation.

Sincerely

Rental Manager
Phone: 954-636-4824

TO BE COMPLETED BY THE EMPLOYER

Job title of applicant: _____ Length of employment: _____

Full-time position: Yes or No Permanent: Yes or No

Salary: Weekly:\$ _____ Bi-Weekly:\$ _____ Monthly:\$ _____ Yearly:\$ _____

Name of person providing this information: _____ Dept: _____

(Print)

Sign X _____

Title: _____ Phone: _____ Date: _____

LANDLORD VERIFICATION

Name of Requester: Swing Property Management Services

Authorization to Release Information

_____	I _____
Tenant Name (print)	Tenant Name (print)
_____	give my permission to the requester to obtain and
Address	verify this information.
_____	_____
City / Town	Zip
_____	_____
Date tenant moved in _____ / _____ / _____	Tenants' Signature
_____	Date
_____	Tenants' Phone _____

(TO BE COMPLETED BY THE LANDLORD)

A. Household Information

To the best of my knowledge, the following people are living at the address above. (Please provide the number of persons in this household and, if possible, provide their names.)

Name of persons in household: _____ Number of persons in household: _____

B. Rental Information

1. The total rent for this address is: \$ _____ per _____ month, _____ week, _____ other _____ (specify)

2. Does the tenant live in: Public Housing? Yes or No
Section 8 Rental? Yes or No

3. If subsidized:
Subsidy Payment is: \$ _____ per _____ month, _____ week, _____ other _____ (specify)
Tenant Payment is: \$ _____ per _____ month, _____ week, _____ other _____ (specify)

4. Is the tenant behind on the rent? Yes or No How many times? _____

C. Utility Information (Answer All of the following.)

1. **No Separate Utilities:** All utilities are included in the rent. Yes or No

2. **Heating/Cooling:** Does the tenant pay for either of the following SEPARATE from rent?
_____ Heating _____ Air Conditioning

3. **Utilities:** Does the tenant pay for any of the following utilities SEPARATE from rent?
_____ electricity _____ oil/gas _____ water/sewerage _____ trash/garbage removal
Other _____ (specify), Other _____ (specify)

4. **Telephone Only:** Does the tenant pay for a telephone (may include a cell phone)? Yes or No Unknown?

D. Landlord Information (Please complete, sign and date this form).

Landlord's Signature: _____

Landlord's Name (print): _____

Landlord's Address: _____

Landlord's Daytime Telephone Number: _____